Central Wisconsin Community Action Council, Inc. PBP Committee Meeting Minutes September 13, 2013

Present: Bill Gomoll, John Wenum, John Atkinson, Scott Beard, Charlie Krupa, and Renee Greenland

Excused Absence: John Earl and Sandy Wormet

Staff: Fred Hebert, Ed Czerkas, and Donna Lynch

Guests: Jim Layman

1. Bill Gomoll called the meeting to order and roll call was taken with six members present.

- 2. Motion passed by unanimous vote approving the agenda and minutes of the August 9, 2013 PBP Committee meeting.
- 3. Ed presented the report on buildings maintenance and repairs. Adams Sign repair progressing, 2nd bay of drive-thru enclosed, staining/painting of outside storage enclosure complete; Dells Motion passed by unanimous vote approving addition of extra support to main entrance bridge in the amount of \$350; Beaver Dam Clean-up project completed; and Portage Inside basement door-side entrance secured, office front canopy fringe replacement progressing, awning in for back door and handrails to be installed.
- 4. Committee members discussed the general review process for our Agency By-Laws and Mission Statement. It has been awhile since the last review so the EPF&A Committee agreed to develop an Ad Hoc Committee to conduct a new review. Bill Gomoll requested volunteers from the PBP Committee which will include Renee Greenland, John Wenum and Scott Beard. The Ad Hoc Committee will meet Friday, September 13th at 9:30 am.
- 5. New site drawings for Rolan's Senior Village were reviewed. Because two different banks are financing our projects, the property will be surveyed and split into two separate lots. Bill reported we will be meeting with Hartje Lumber soon to finalize details.
- 6. We anticipate completion of the HOME grant application for the Dells Senior Project in fall or winter of 2013. The next Federal Home Loan Bank grant application will be due sometime around the end of June 2014. We anticipate site engineering work soon.
- 7. The Wautoma Food Pantry transfer to Waushara Industries is due for completion by October 1st. Energy Assistance run by CWCAC will remain in the Wautoma office. A food pantry volunteer recognition lunch is being held on September 30th.
- 8. Susan Tucker and her staff will be recognized with certificates of appreciation for their presentation at the August 28th board meeting regarding the homeless search and identification.
- Renee reported the warming center in Baraboo had a meeting and will be keeping an eye on the weather as to when they will be opening; beds are set up however they are looking for overnight volunteers.
- 10. Fred reported we may be renting one of our Wisconsin Dells offices for \$300 per month to an attorney from the Chicago area. We will be helping them locate a staff person.

- 11. Fred is working with Tom Holmes of Glenville Timberwrights regarding possibly refinancing to generate \$50,000 income for our agency to invest in our business development program. A lower payoff of the loan is also being considered.
- 12. Committee members congratulated Fred on receiving the UW-Colleges and UW-Extension Chancellor's Award in Madison, on Thursday, September 12th.
- 13. Meeting adjourned Next Meeting Friday, October 11, 2013